

**CITY OF FAIRVIEW**  
**BOARD OF COMMISSIONERS**  
**WORK SESSION MINUTES**  
**JANUARY 4, 2024, 6:00 PM, CITY HALL**

Lisa Anderson, Mayor  
 Brandon Butler, Vice Mayor  
 Wayne Hall, Commissioner  
 Stuart L. Johnson, Commissioner  
 Tom Daugherty, City Manager  
 Patrick Carter, City Attorney  
 Rachel Jones, City Recorder

**Staff Present:** Tom Daugherty, Rachel Jones, Keith Paisley, Ethan Greer, Richard Ross, Bree Bailey, Zack Humphreys, Keith Reed

BOC MEMBERS	PRESENT	ABSENT
Mayor Anderson	X	
Vice Mayor Butler	X	
Commissioner Hall		X
Commissioner Johnson		X

❖ **Call to Order by Mayor Anderson at 6:01 P.M.**

• **Items for Discussion:**

**1. Resolution 01-24, A Resolution of the City of Fairview Board of Commissioners to name an Engineering Firm for Professional Services related to ARPA Funds. (City Manager)**

Presentation: Janette Wolf with CEC

Introduction:

- Pittsburgh-headquartered firm, founded in 1989, providing comprehensive, market oriented consulting services that advance the strategic business objectives of clients
- Nashville office established in 1998 offering a full range of services.
- Employee-owned by more than 662 shareholders who are engaged and rewarded by success of CEC
- 2022 Gross Revenue: \$233.9M
- 12.7% compounded annualized growth rate over last 5 years
- Consistently ranked on Engineering News-Record's Top 500 Design Firms and Top 200 Environmental Firms lists

Staff Disciplines:

• Civil Engineers	• Geologists
• Geotechnical Engineers	• Hydrogeologists
• Transportation Engineers	• Wetland Scientists
• Structural Engineers	• Environmental Technicians
• Environmental Scientists	• Threatened & Endangered Species Experts
• Environmental Engineers	• Agronomists/Soil Scientists
• Chemical Engineers	• Emissions Testing Professionals
• Biologists	• Meteorologists
• Chemists	• Construction Managers & Inspectors
• Archaeologists	• Treatment Plant Operators
• Land Surveyors	• GIS Analysts & Programmers
• Landscape Architects	

CEC Commitment to Safety:

• We believe all accidents are preventable and are committed to creating an accident- and incident-free workplace for employees and subcontractors through training, safe work practices, and processes for assessing project hazards. CEC strives for safety excellence throughout our entire organization and holds all individuals accountable for the safe performance of their work.

Who We Serve

What We Do

• Manufacturing	• Air Quality
• Mining	• Civil Engineering
• Oil & Gas	• Cultural Resources
• Power	• Ecological Sciences
• Public Sector	• Environmental Engineering & Sciences
• Real Estate	• Manufacturing Infrastructure Services
• Solid Waste	• Survey/Geospatial
	• Water Resources

City of Fairview & CEC

- On-Call Engineering Services
- Plan Review
- Capital Improvements
- Transportation
- Environmental
- Surveying

ARPA Understanding

SLFRF

- City of Fairview is a Non-Entitlement Unit (NEU)
- ~\$2.7 million
- Key Areas
  - Replacing Lost Public Sector Revenue
  - Public Health and Economic Impacts
  - Premium Pay, and
  - Water, Sewer & Broadband infrastructure projects
- Project & Expenditure Report due annually

Project Approach & CEC Expertise

- Investigation
  - NEPA
  - Feasibility studies
- Planning
  - Survey
  - Permitting
  - Agency coordination
  - Modeling
  - Testing
  - Engineering reports
- Design
  - Construction plans
  - Construction specifications
  - Contract documents
- Construction
  - Construction, Engineering, Inspection
  - Construction administration
  - As built surveys

Federal Funding Experience

CEC and/or Staff has worked with these Agencies

- ARPA
  - City of Hendersonville
  - City of Gallatin
  - Town of Mason
  - City of South Fulton
  - City of Franklin
- USDA – Rural Development
- Community Development Block Grant
- CWSRF/DWSRF

Contact Information

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**2. First Reading, Ordinance 2024-01, An Ordinance for an Amendment to the City of Fairview, Tennessee, Budget for Fiscal Year 2023 – 2024 Budget. (City Manager)**

Discussion: Mr. Daugherty stated this amended budget constitutes a \$533,852 increase in general fund revenue as well as increase in general fund expenditures. He stated it also constitutes an increase allocation of \$140,500 in additional bond funds to be spent and allocates \$250,000 in ARPA funds to be spent, for a total allocation of \$924,352. Mr. Daugherty went over the increases with the Board. He stated it isn't a huge change and some issues with supply chain has created problems with budgeting for larger items. Vice Mayor Butler asked if most of the revenue increases are based off the first six months of the budget year. Mr. Daugherty replied yes. Mr. Daugherty added that the revenue increased by 5% and the expenditures increased by 5.53%. Vice Mayor Butler asked about the line item increase for donations to the park. Mr. Daugherty stated that is based on the donation from the Historical Association. Vice Mayor Butler asked about fleet increase for the police department. Chief Humphreys addressed the Board stating the PD has the largest increase in expenditures for this amended budget. Chief Humphreys said the police department is understaffed in the patrol division. He stated staffing is something the department wants to address in the next budget year, with the goal of having seven officers on each shift. Chief Humphreys stated this amendment reflects items that are currently hard to get due to supply chain issues in an attempt to get these items before hiring additional staff. Vice Mayor Butler asked if all the unfilled positions are posted. Mr. Daugherty stated all the park positions are full, but the city is pursuing positions for public works. Vice Mayor Butler also asked about the increase in workers compensation. Mr. Daugherty replied he received that information after the budget was put out and went off the previous year. Mayor Anderson asked about the line item for plan review services. Mr. Daugherty stated Ms. Bruce is currently training to take over the plan review services for the city hopefully within a year. Mayor Anderson also asked about the engineering services in reference to ARPA. Mr. Daugherty stated that would be paid with ARPA funds. Vice Mayor Butler noted the increase in cellphones. Mr. Daugherty responded that the city is paying far less now than in previous years and he has a meeting set up next week to try and lower the cost even more. Mayor Anderson noted the \$8000 increase for the Fire Dept equipment operations. Mr. Daugherty stated Chief Hughes had asked him to move \$8000 from capital to equipment operations. Mayor Anderson thanked Mr. Daugherty for his hard work on the budget.

❖ **Adjournment by Mayor Anderson at 6:38 P.M.**



Rachel Jones, City Recorder